myHR

Employee User Guide

Human Resources

Contents

Overview

Employee Self Service (ESS) and Manager Self Service (MSS) provides managers and staff with the ability to update personal details, view payslips and book annual leave via a secure web-based portal called myHR, saving unnecessary paperwork and administration.

Policies governing usage

This portal contains personal data about staff. Before accessing, you must make sure you are familiar with your obligations under the University's Data Protection Policy and the University's IT policies.

The data contained in this portal must not be downloaded, copied or stored on any unsecure (unencrypted) device.

Help

We hope that both ESS and MSS are intuitive and straightforward to use. This guide will lead you through some key functions. However, if you require further assistance, please email myHRsupport@mmu.ac.uk.

Feedback

The system has been designed through extensive consultation and has been thoroughly tested. However, we recognise that there is always room for improvement and we are glad to hear any suggestions. If you have any suggestions for improvements or enhancements please email feedbackonmyHR@mmu.ac.uk.

Employee Self Service (ESS)

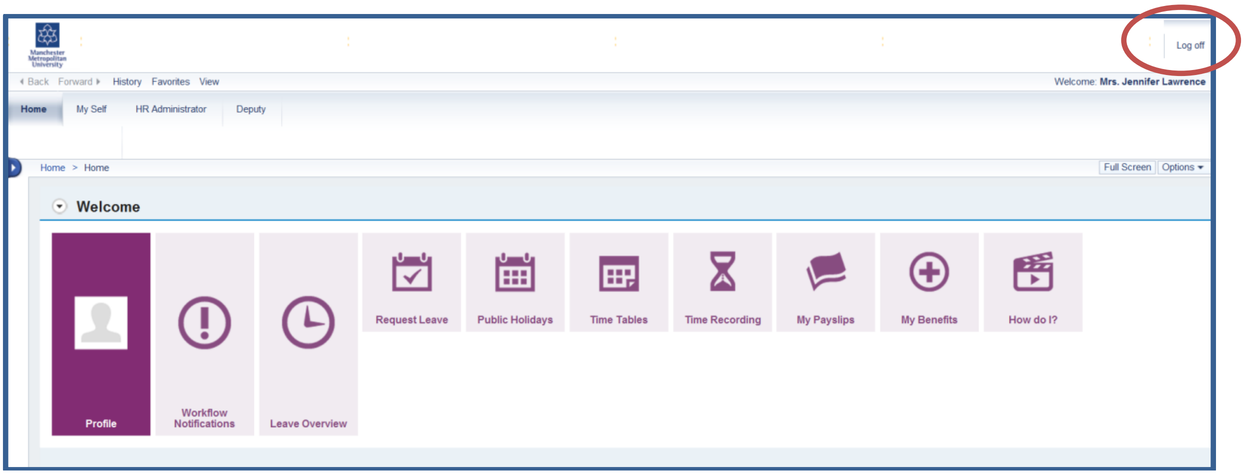
Logging in and out

To log on to **myHR,** Click on the **myHR** icon on your desktop.

Logging in is straightforward – just enter your usual MMU credentials in the boxes.

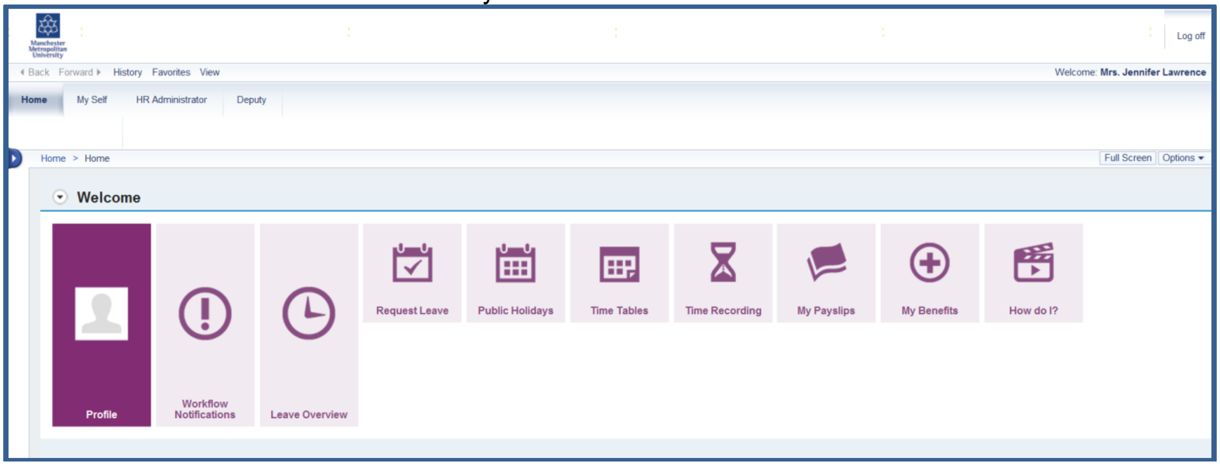
Logging out is equally easy. Just click 'Log off' in the top right hand corner from any page. You will be prompted "Are you sure you want to log off?" (to ensure you don't click this by accident).

The system will automatically log you out after 15 minutes of inactivity.



The Home Page

When you log in, you will go straight to the Home page, which has quick links to many of the key features of myHR. All staff will see the top section in purple. Staff with line management responsibility will also see the bottom section in blue, which allows you to respond to requests from your team, run reports and nominate a substitute to handle certain functions on your behalf.

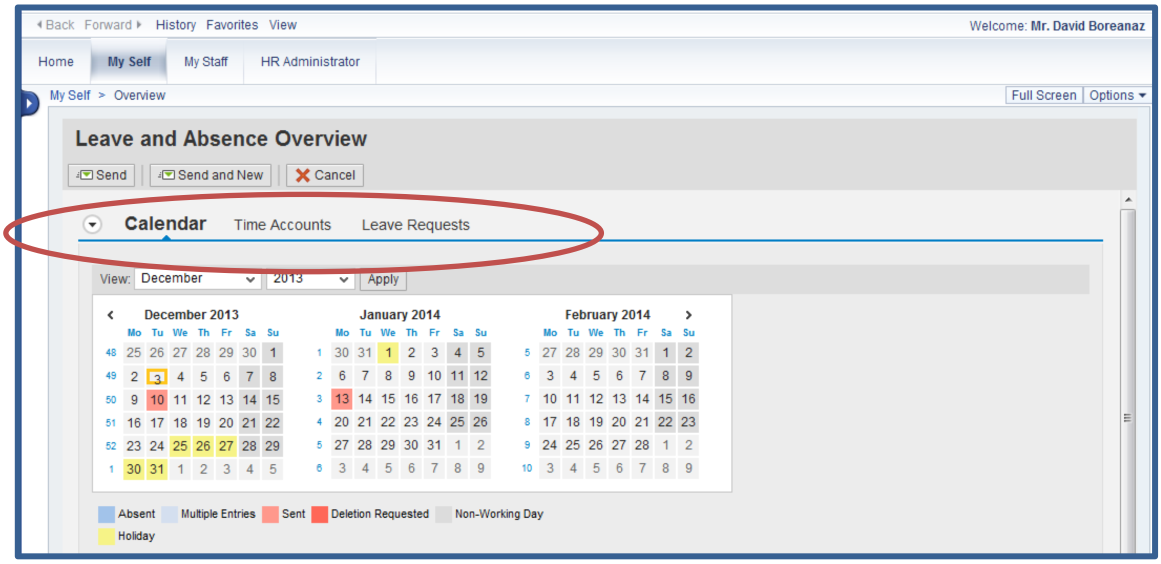


Holidays and other leave

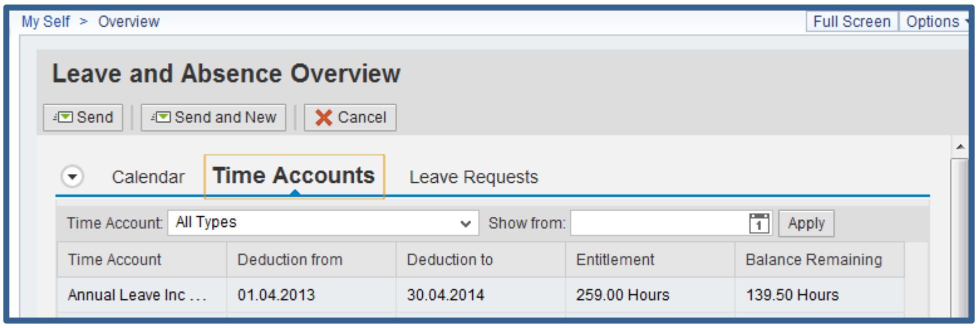
Through myHR you are able to request time off for holiday, medical appointments, jury service and a selection of other reasons. This system will replace the need for holiday cards. Your manager will respond to your request via myHR too. Through myHR you'll also be able to keep track of your outstanding leave balance, and any holidays, sickness or absence recorded on the system for you.

To get started, click on the Request Leave on the home page.

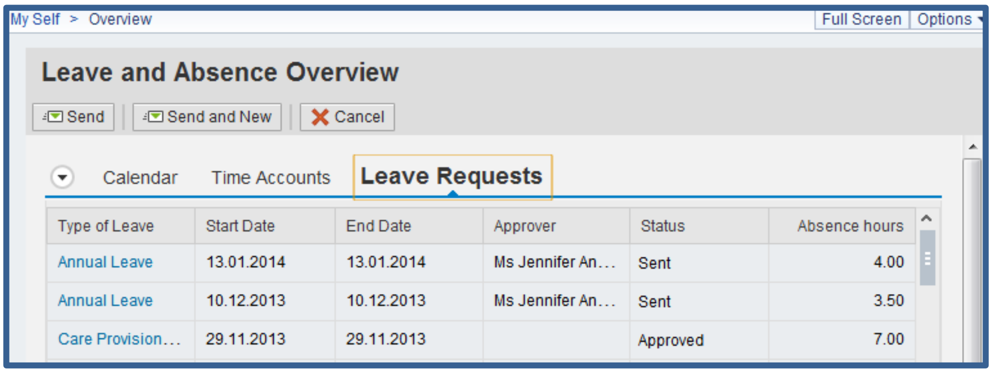
The calendar screen shows holidays and other absences which have been recorded in myHR. The two tabs next to Calendar (circled in red below) reveal additional information.



The Time Accounts tab below shows your remaining annual leave entitlement in hours.



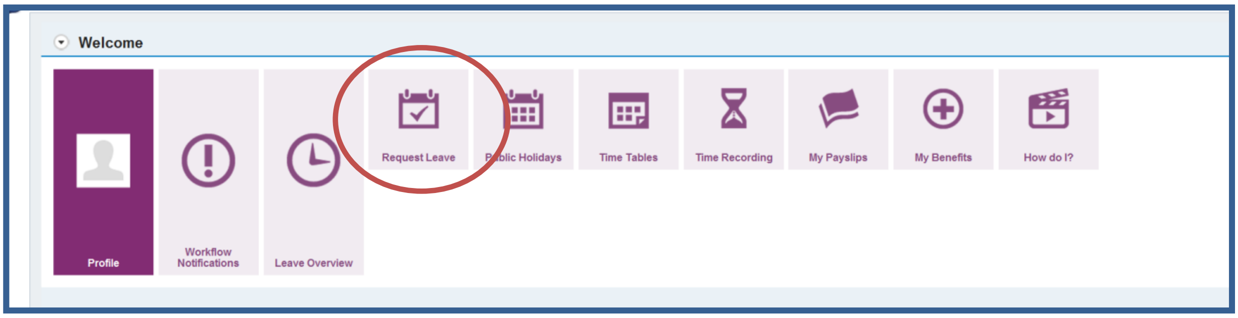
The Leave Requests tab shows all leave requests recorded in the system. The Status column shows whether the request has been authorised.



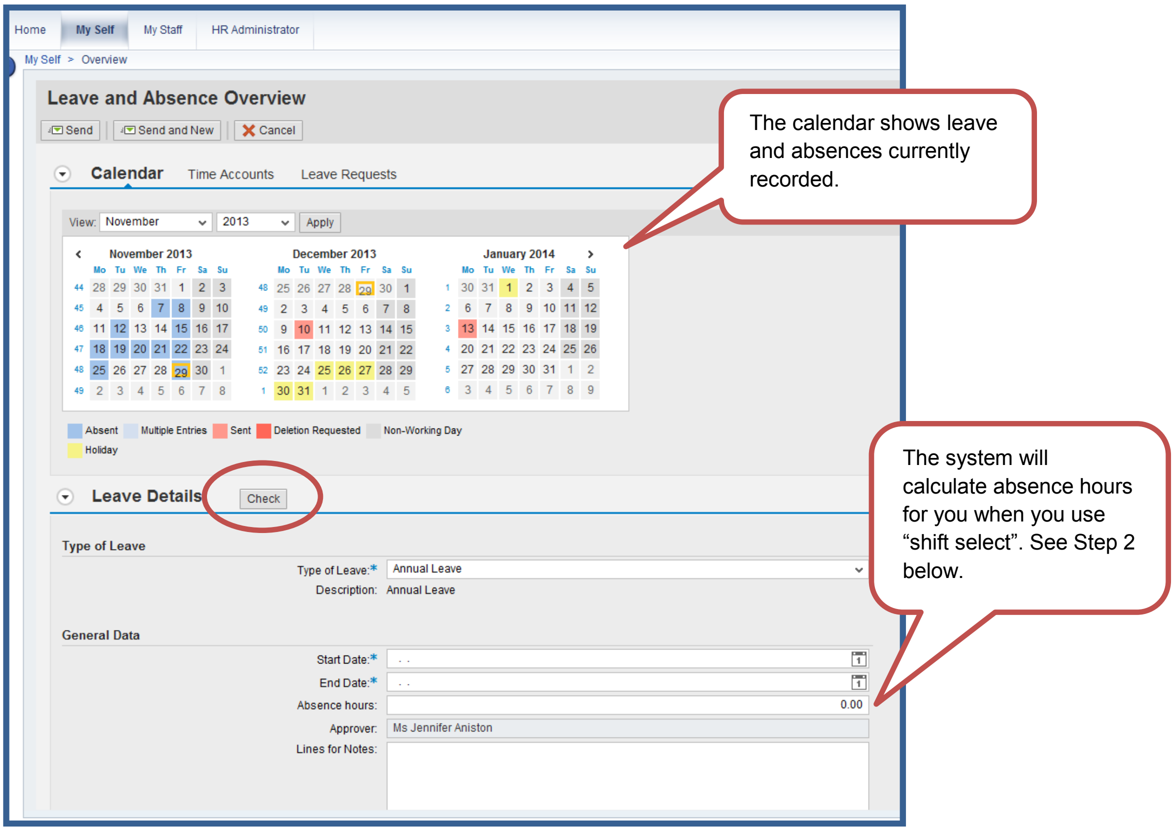
Requesting leave

You can request leave up to thirteen months in advance. You can also retrospectively record leave to the start of the current holiday year.

From the Home screen, click ‘Request Leave’.



Leave is booked in the Leave Details section of the Leave and Absence Overview.



1. Select the type of leave you require, e.g. Annual Leave from the drop down list.
2. Enter the start date and end date using the calendar using "shift select". To do this, use your mouse to click on the first day of leave, and press the Shift button whilst clicking on the last day of leave. This will populate the date boxes and calculate the absence hours for you.
3. Click "Check". This check will let you know if there are any clashes in the system, for example existing holidays or appointments, or bank holidays. It will also tell you how many hours of holiday you will be using in the "absence hours" field.
4. Make any amendments following the check e.g. addressing any clashes. To book a half-day of leave, simply halve the number of hours which appear in the Absence Hours field. For example, 7.5 hours becomes 3.75 hours.
5. (Optional) Use the free text box for any additional notes, for example "birthday treat", "day at the races" etc. If you are requesting a half-day's leave, use this section to let your manager know whether you're requesting leave in the afternoon or morning.

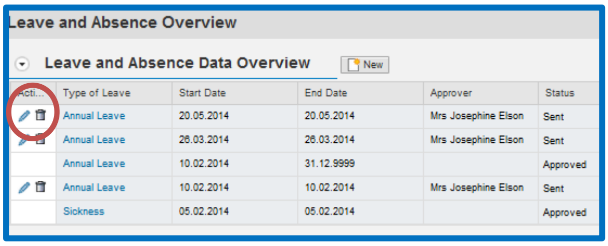
When you are ready, click the Send button at the top of the page. This will send your request on to your manager for approval. If you're requesting a few holidays or absences at once leave, click Send and New to go back to the beginning. If you don't want to book the leave, just press Cancel.

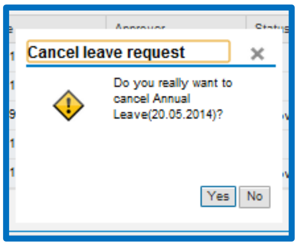
Don't forget – your holiday is not approved until your manager authorises it!

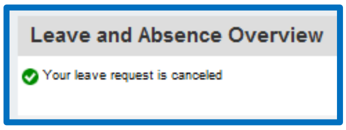
If you want to book a combination of full days and part days (for example, Wednesday afternoon and all day on Thursday), you will need to book this as two separate instances.

Cancelling leave

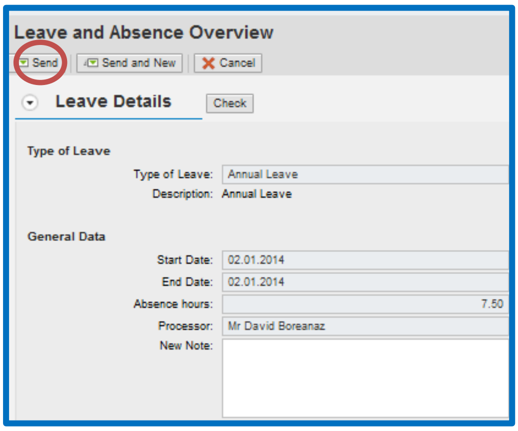
If you wish to cancel leave which has not yet been approved by your line manager (i.e., the status says "Sent" rather than "Approved", go to Leave Overview. Click on the trash can next to the leave date you wish to cancel. A pop up box will appear, prompting you to check the details. Click "yes", and you'll receive notification that the leave has been cancelled.

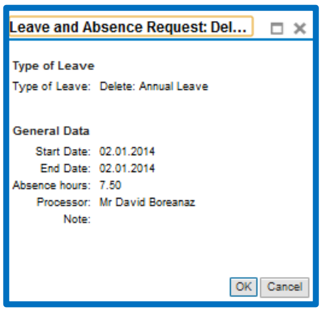


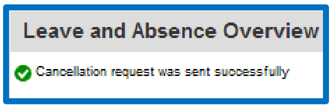




To cancel leave which has already been authorised by your line manager (i.e., the status says "Approved"), there the process is slightly different. Click on the trash can next to the leave you wish to cancel. You will move to a Leave Details page, which gives you the option to include a note to your line manager, providing extra details on why the leave has been cancelled. When you have completed this, click "Send", to send the message to your line manager. A pop-up box will appear, prompting you to check the details. Click "Yes", and you will receive notification that the leave has been cancelled.







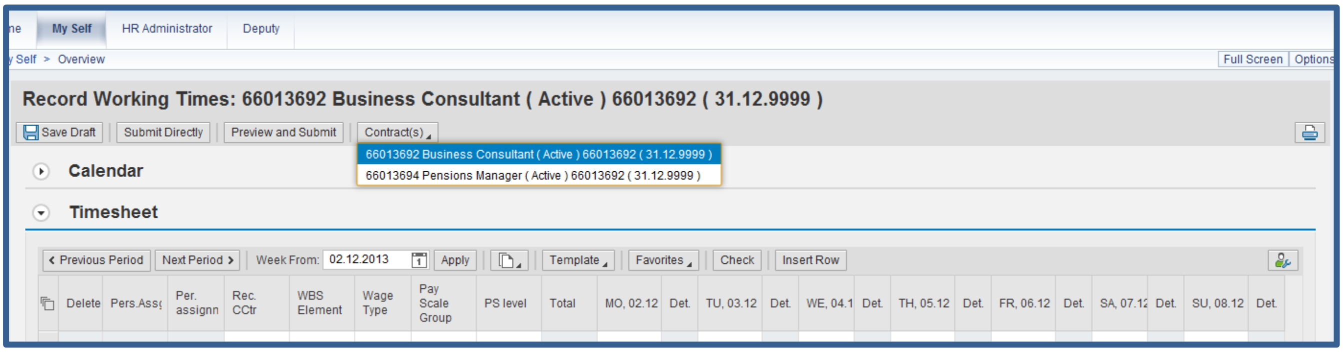
Recording overtime

Some staff members are entitled to paid overtime. You are now able to record overtime using myHR, which replaces the need to complete timesheets. You simply record your overtime in myHR, and the details will be sent to your manager for authorisation. Once authorised, the details are passed to Payroll for processing.

You may also use this function for recording Keeping in Touch (KIT) days during maternity or adoption leave. Please note you can record overtime up to twelve weeks after the date of the overtime. You cannot request authorisation of overtime for future dates. However, you can make a note of the overtime in the system, and send it to your manager once the overtime has actually been completed.

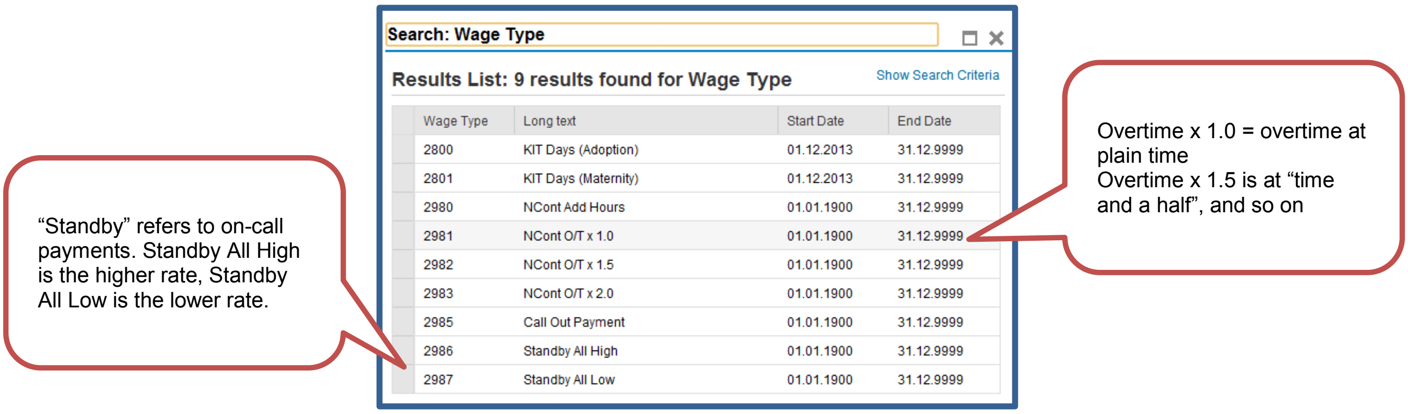
From the Home screen, click Time Recording.

If you have more than one contract with MMU (for example, you work 0.5 FTE in one role and 0.5 FTE in another), then click on the Contracts button and select the role for which you wish to claim overtime.



Next, select the relevant date period. You can do this either by typing into the Week From field, or clicking the calendar icon next to it to search for dates. Alternatively, you can browse through dates using the Previous Period and Next Period buttons. “Period” refers to a week.

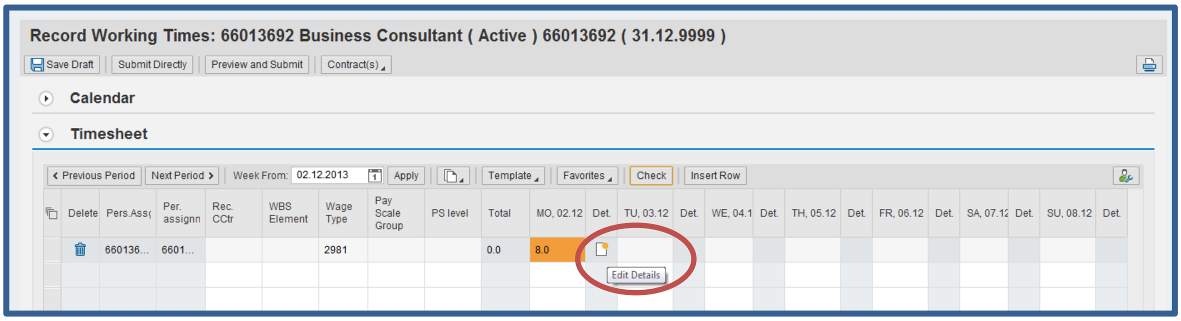
In the Wage Type column, click the expand button to reveal this list:



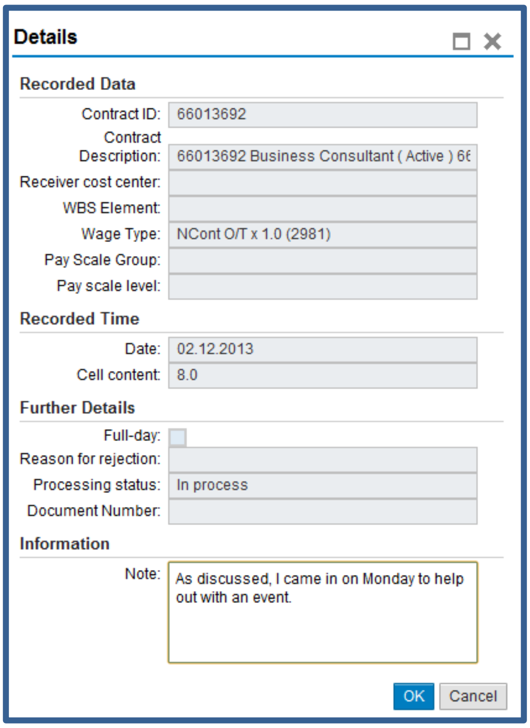
Select the relevant wage type. You will return to the Record Working Times screen.

Add the hours of overtime you wish to claim in the relevant column. Below, the example shows a claim for 8 hours of overtime on Monday 2 December 2013. Use a different line to record each different overtime rate or reason.

When you have finished entering your overtime claim, click the Check button. If you wish to amend any details, or include extra information to help your manager easily understand your overtime claim, you can do so by clicking on the Edit Details button shows below.

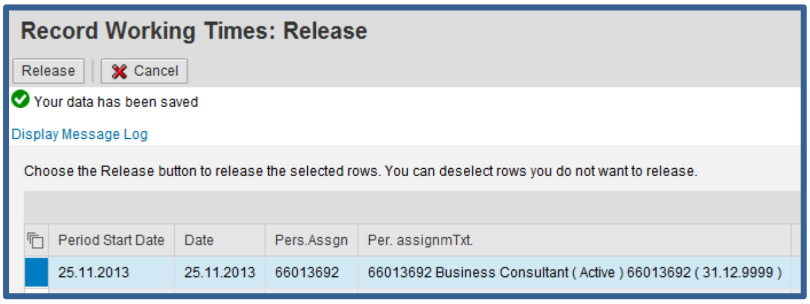
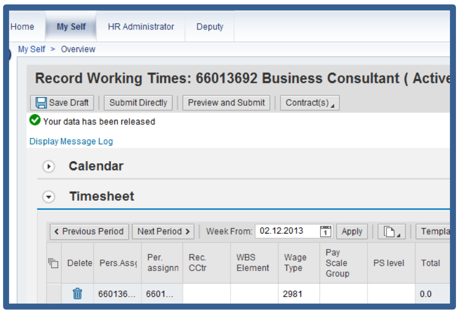


A pop-up window appears for you to add extra information. You can add further details as below. Click OK to change the details, or Cancel to abandon the changes.

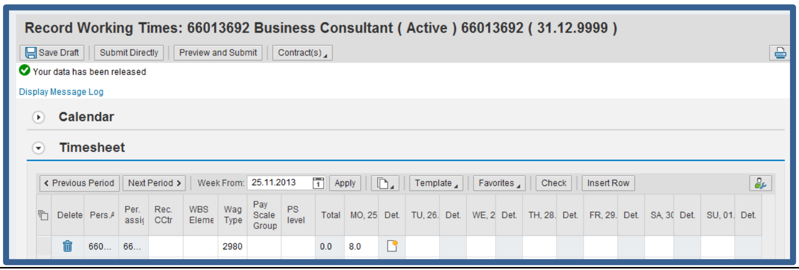


Now, you're ready to send your overtime claim to your manager.

You can either:

<table>
<tr><th>Preview and Submit</th><th>Submit directly</th></tr>
<tr><td>By clicking Preview and Submit, your data will be saved but not released to your manager for authorisation. This is useful if you are testing the system for the first time and want to see how it works, or if you're making a note of overtime you're expecting to work in the future.

</td><td>If you're experienced in submitting overtime, you can just click Submit Directly" to send the information straight to your manager for approval.

</td></tr>
</table>

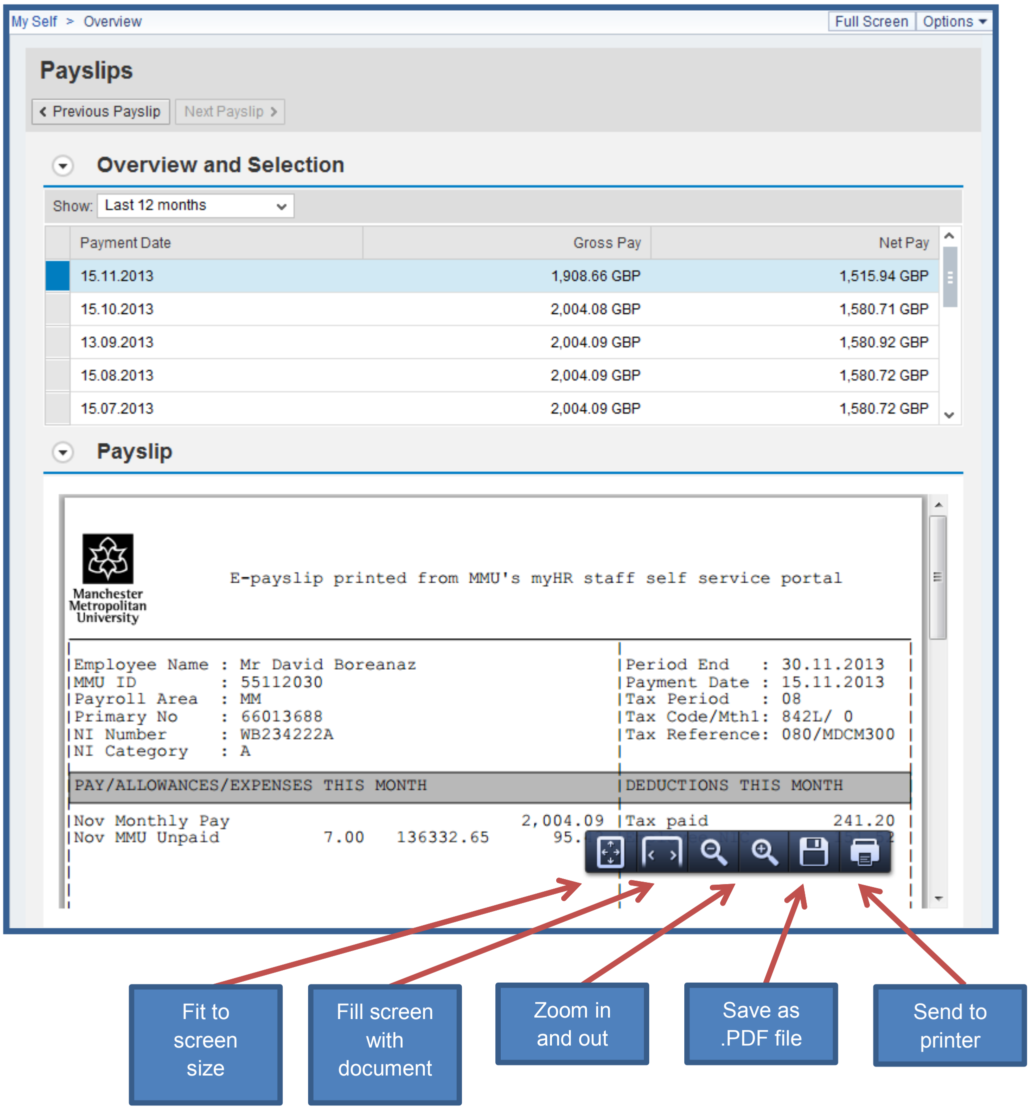
If you're happy with the details, select the rows you want to release to your manager, and then click the Release button at the top of the screen.



Viewing your payslip

Your payslips are now available to you electronically. Over the next few months, paper payslips will be phased out altogether and replaced by electronic versions. You can view the previous twelve months' payslip by clicking on the My Payslips icon on the home page.

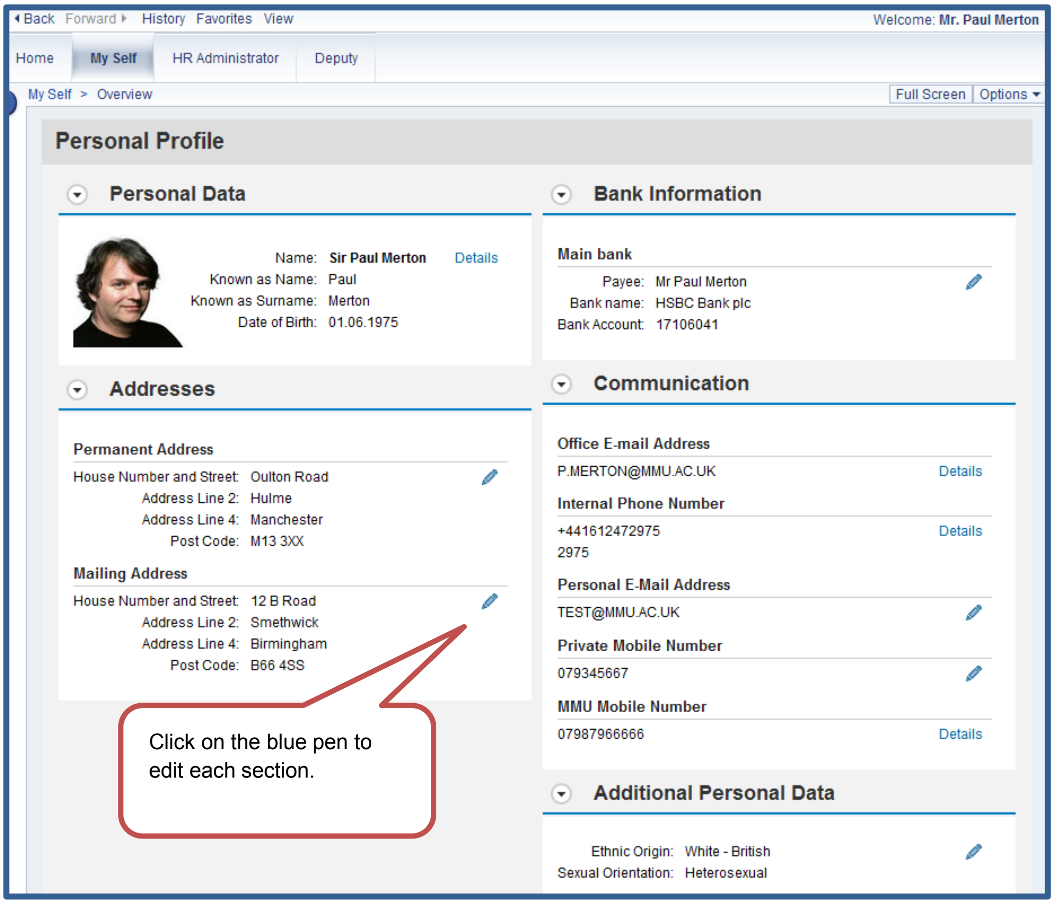
Hover your mouse over the payslip to see additional functionality, including printing and saving your payslip.



Changing your personal details

myHR enables you to keep your personal details such as your address, bank details and telephone numbers up to date.

You can change most details from the Personal Profile page. To get here from the home page, just click “My Self” in the top menu bar, then Personal Profile in the My Personal Information section.

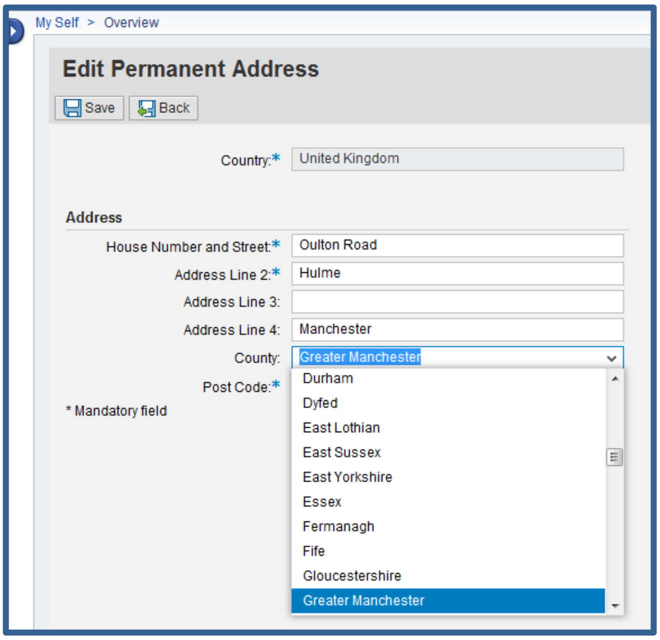


Address

You can have up to two addresses on file, a permanent address and a mailing address. Any correspondence from the University will be sent to your mailing address, so do ensure that you regularly access mail at your mailing address.

To update your address, simply click on the blue pencil symbol next to your permanent address or mailing address. On the Edit Permanent Address screen, change any fields which need updating. Fields with a blue asterisk are compulsory fields. When you’ve made your changes, click the Save button, or to abandon the changes, just click Back.

Don’t forget to update both your permanent and mailing address, if applicable.

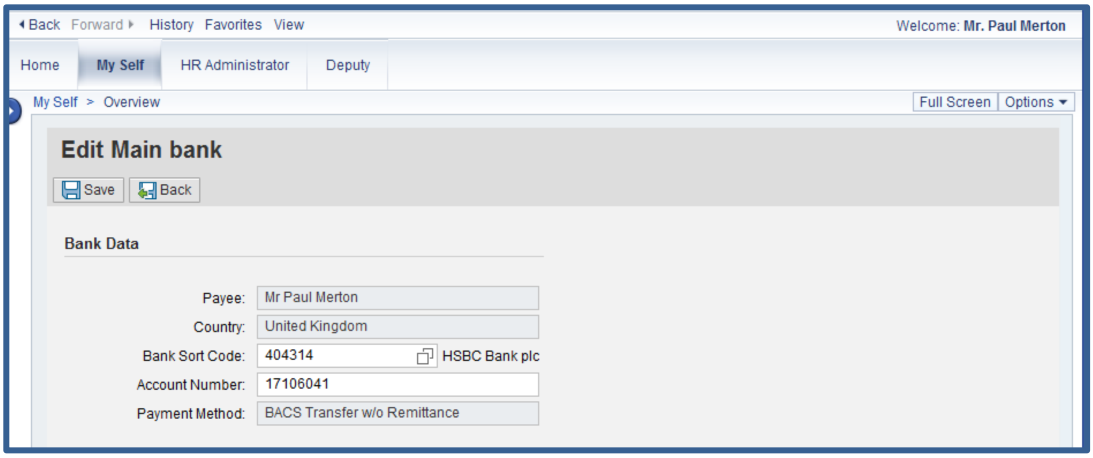


Changing your bank details

If you want to change the bank account which you get paid into, click on the My Self button on the top menu bar. Go to Personal Profile, and your bank details will be on the right hand side of the screen.

To edit your bank details, click the blue pen next to Main Bank.

From here you can update your sort code and account number, and click Save at the top of the page. Your bank name (e.g. HSBC) will automatically update.



If the change has been successful, the change will be effective immediately and you will see the following notice:

In the days immediately prior to a payroll run, you will not be able to update your bank details and will receive an error message. You will be able to change your bank details once the payroll run is complete.

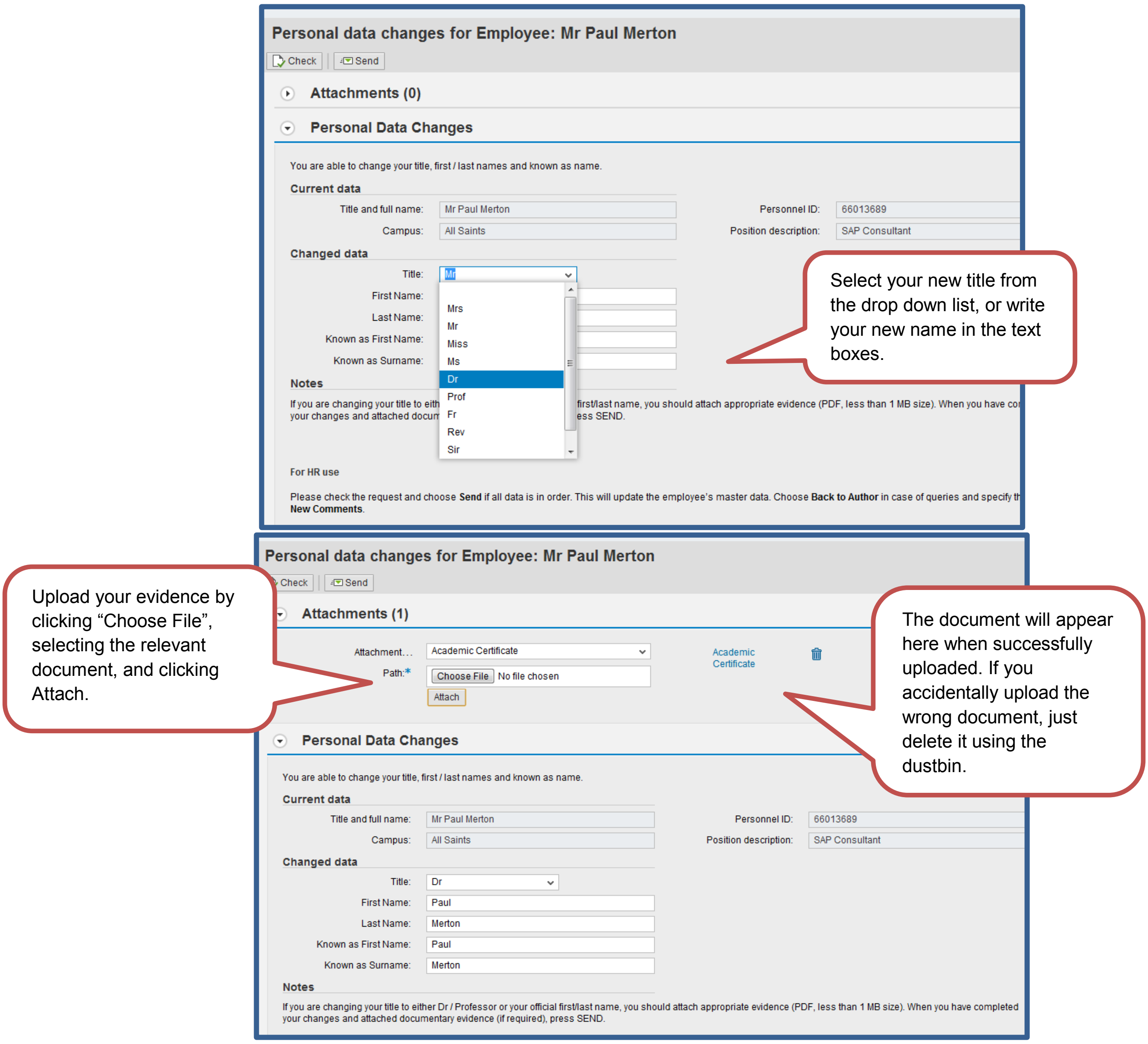
Changing your name or title

If you are changing your title to either Dr or Professor or your official first or last name, you will need to provide appropriate evidence, such as a scanned copy of your deed poll, marriage certificate or doctoral certificate. Click on My Self on the top menu bar. Under My Personal Information, click Change Personal Data. A new window will appear which shows the current data on file for you, and options to change the data.

To change your title, select the relevant title from the drop down list. Alternatively, write your new name into the boxes.

In the Attachments section, upload any evidence to support the name or title change.

When you've finished, click "Check", which will check that any supporting evidence is correctly attached. Then click "Send". This will send a notification through to the HR department. Once the change has been verified by HR, your details will change.



Being a nominated substitute

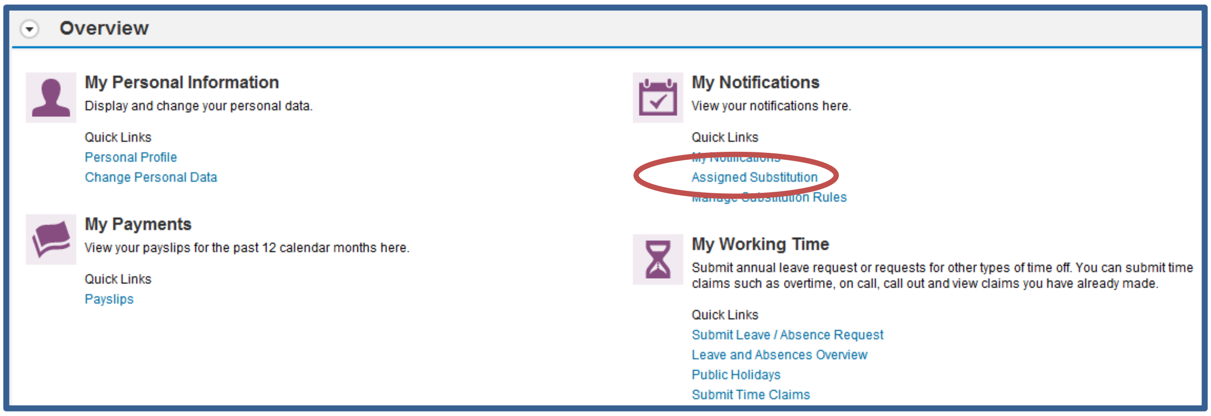
myHR allows managers to nominate substitutes to act on their behalf, for example during their holiday. Some managers will wish to nominate substitutes on a permanent basis, for example their secretary or personal assistant, or the person who coordinates any rotas for the department.

Managers can also set up a substitute who does not usually act on their behalf, however this substitute is able to assume the ability to respond to notifications during a period of unexpected absence, such as illness.

As a substitute, you will be able to act on the manager's behalf to respond to employee requests such as annual leave and overtime claims. When acting on behalf of the manager, it is vital that you check for notifications regularly so that staff members are not waiting unnecessarily for a response.

To act as a substitute, a manager must nominate you first. There are separate instructions for this in the myHR Manager Self Service Guide.

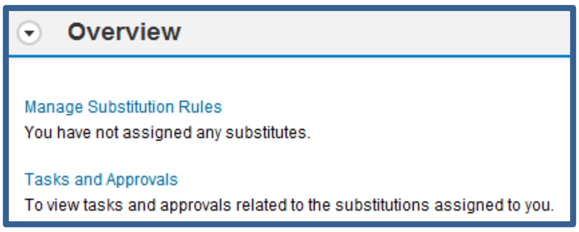
Once you have been assigned as a substitute, log in to myHR using your own credentials. Go to the My Self section and click Assigned Substitution, shown on the screen below.



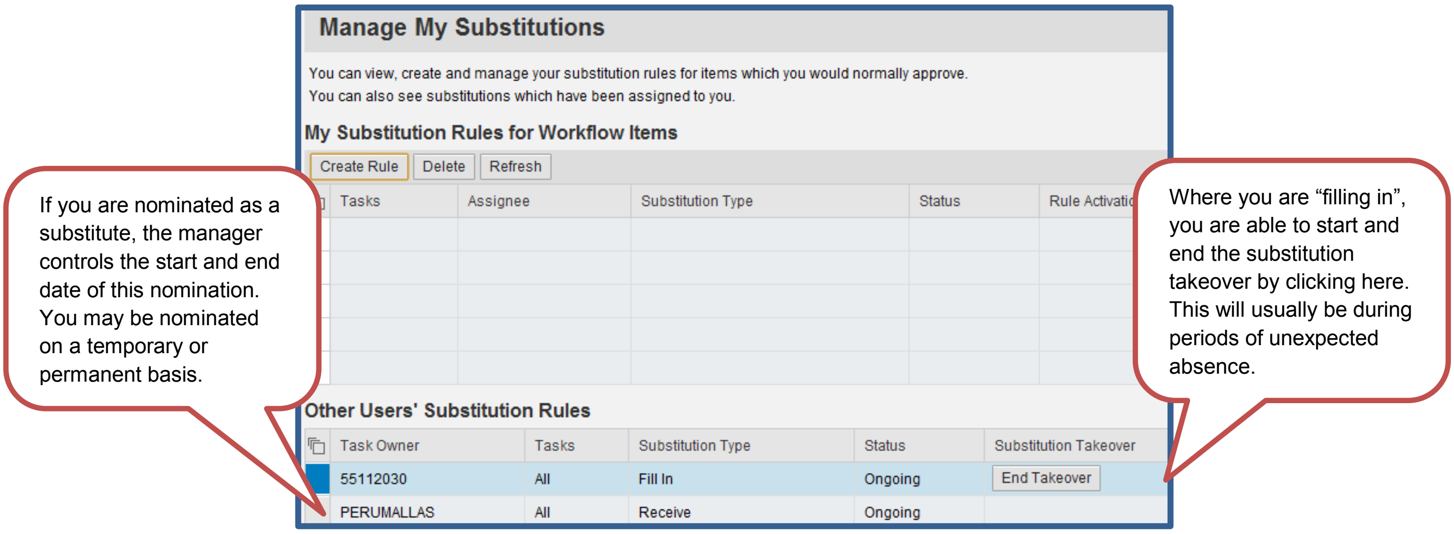
A new window will appear with four key sections: Overview, Active Substitutions, Team and Substituted Tasks.

Overview

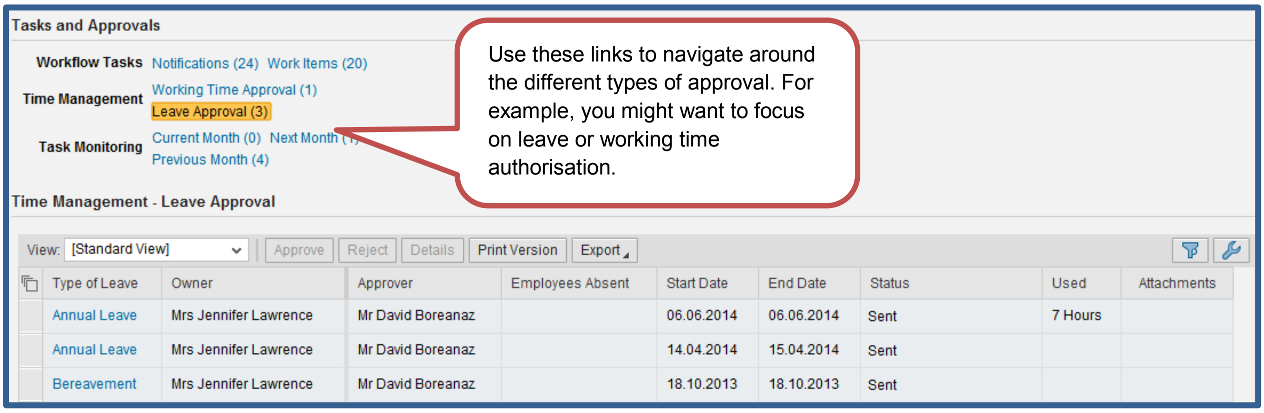
From the Overview, you can manage your own substitution rules, and view the tasks and approvals of any substitutions assigned to you.



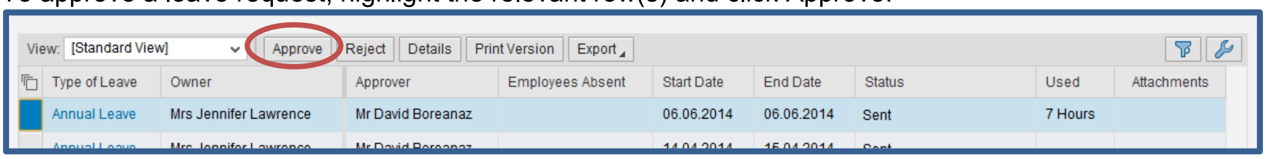
On the Manage Substitution Rules page, you can view, create and manage substitution rules for anything you would normally approve, and see any substitutions assigned to you.



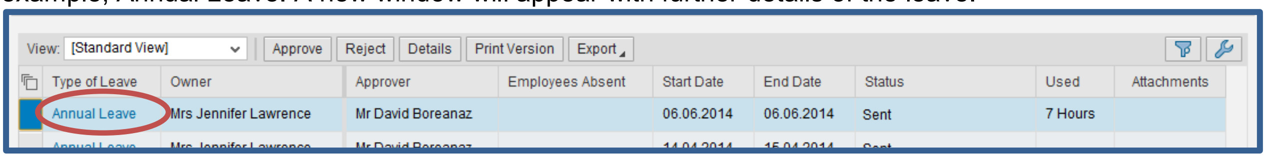
To view outstanding notifications, go to the Overview page and click Tasks and Approvals. From here you can see outstanding tasks.

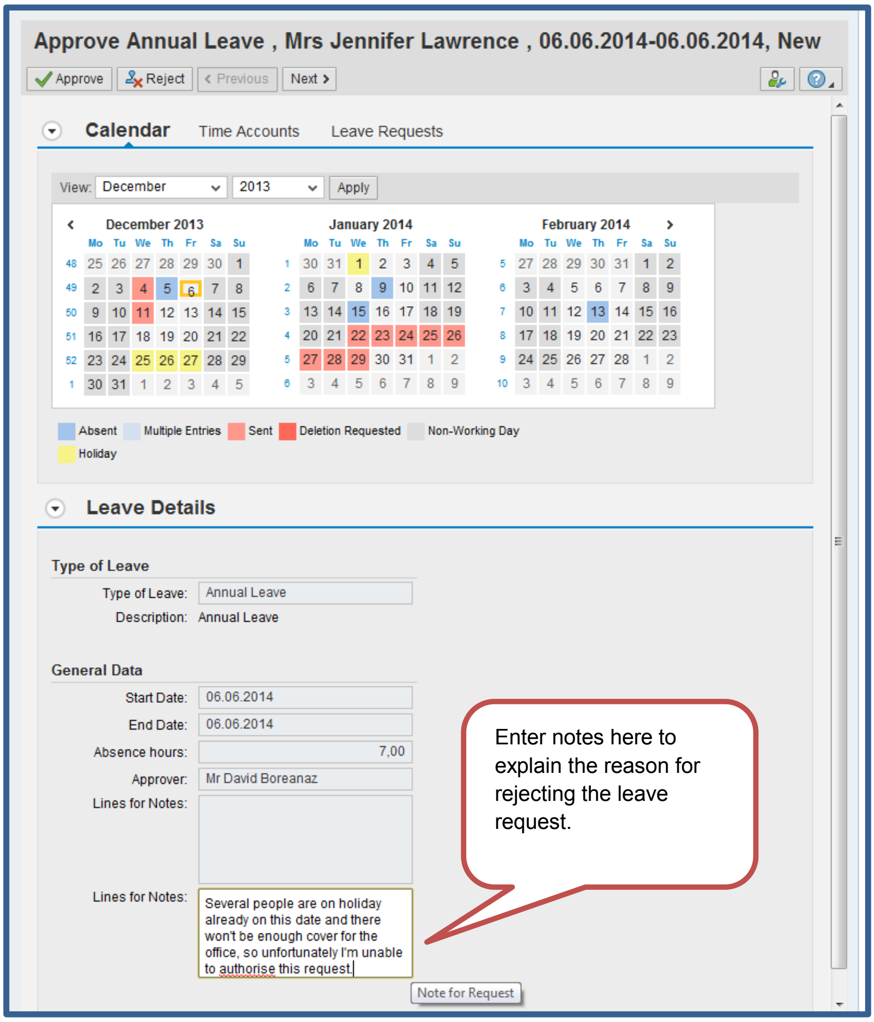


To approve a leave request, highlight the relevant row(s) and click Approve:

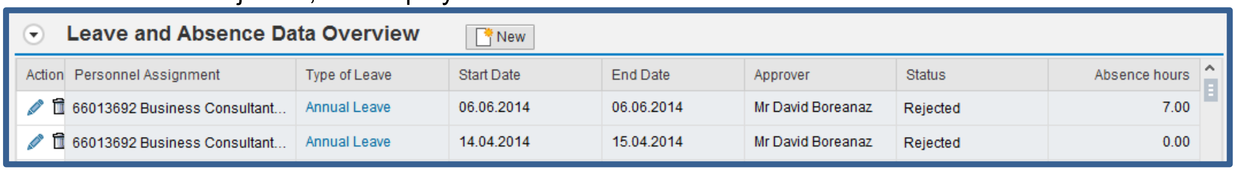


To reject a leave request, or to view more details such as any comments from the employee, you should always provide details for the reason for rejection. To do so, click on the blue words in the first column, for example, Annual Leave. A new window will appear with further details of the leave.

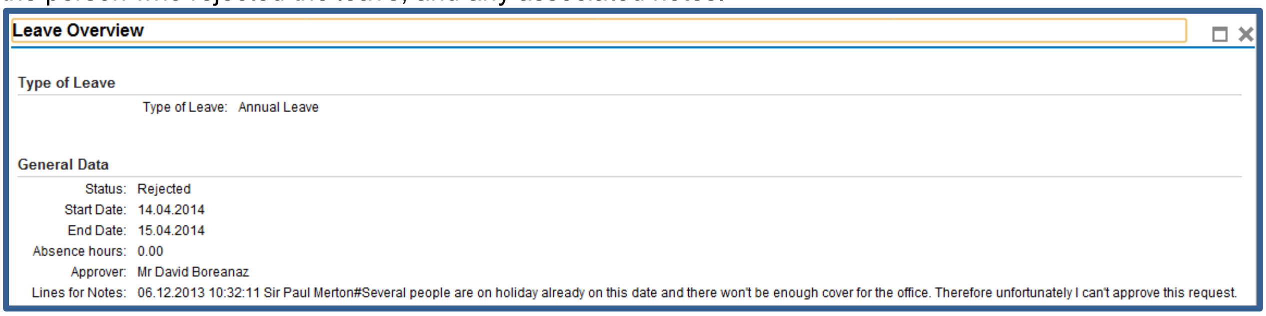




Once the leave is rejected, the employee will receive a notification in their Leave and Absence Overview:

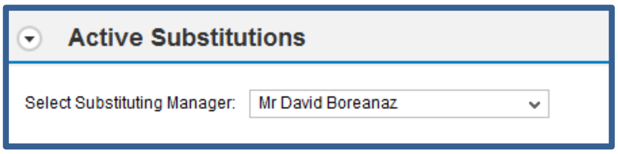


If the staff member clicks on the leave type in the Type of Leave column, they will be able to view the name of the person who rejected the leave, and any associated notes.



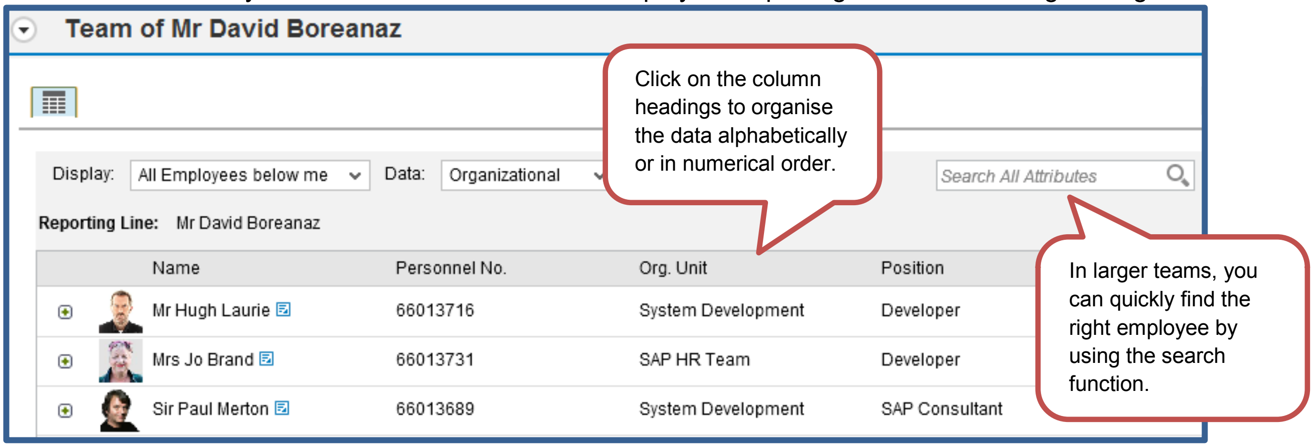
Active Substitutions

If you are nominated as a substitute by more than one manager, you are able to switch between managers using this drop-down list.

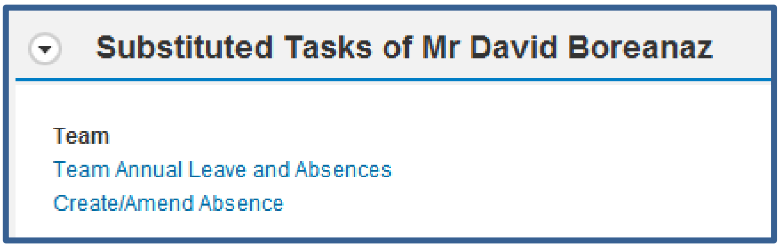


Team

The team screens allow you to see some details of the employees reporting to the nominating manager.



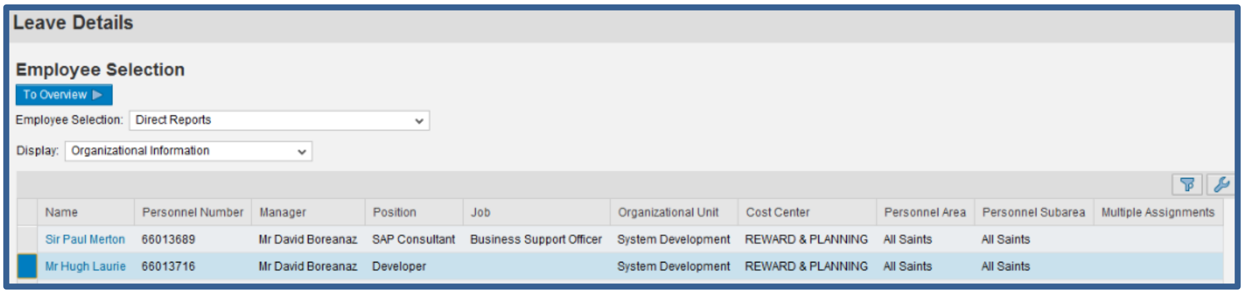
Substituted Tasks



Team Annual Leave and Absences allows you to view the attendance overview and team calendar of the manager you are substituting.

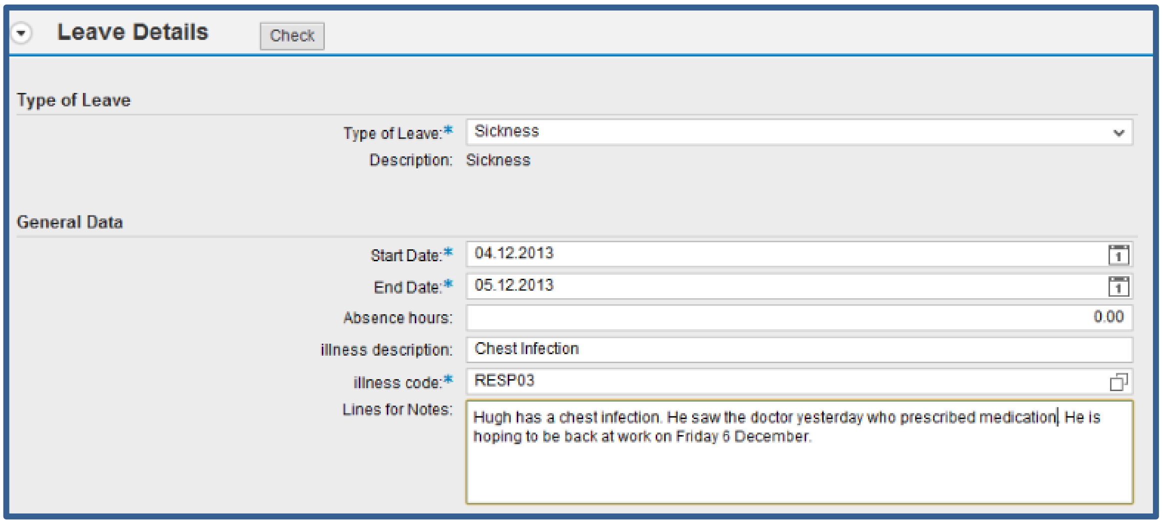
Create / Amend Absence allows you to report an absence on behalf of a member of the manager's team. Click on Create/Amend Absence.

Highlight the relevant employee by clicking in the box just to the left of the employee's name. Then click To Overview.



Complete the details of the leave in the Leave Details screen. Choose the leave type from the drop down list. In this example, we are recording sickness absence. Other leave types include bereavement, care provision, funeral and industrial action.

Enter the start and end dates of the absence, and select an illness description from the drop down list. You can use the free text box to record any relevant notes.



When you've completed the form, click Send to save the changes. A pop-up box appears for you to check. Click OK to save the absence or Cancel to return to the Leave Details screen.
If you're entering multiple absences, click Save and New instead of Save to return to the Employee Selection screen.

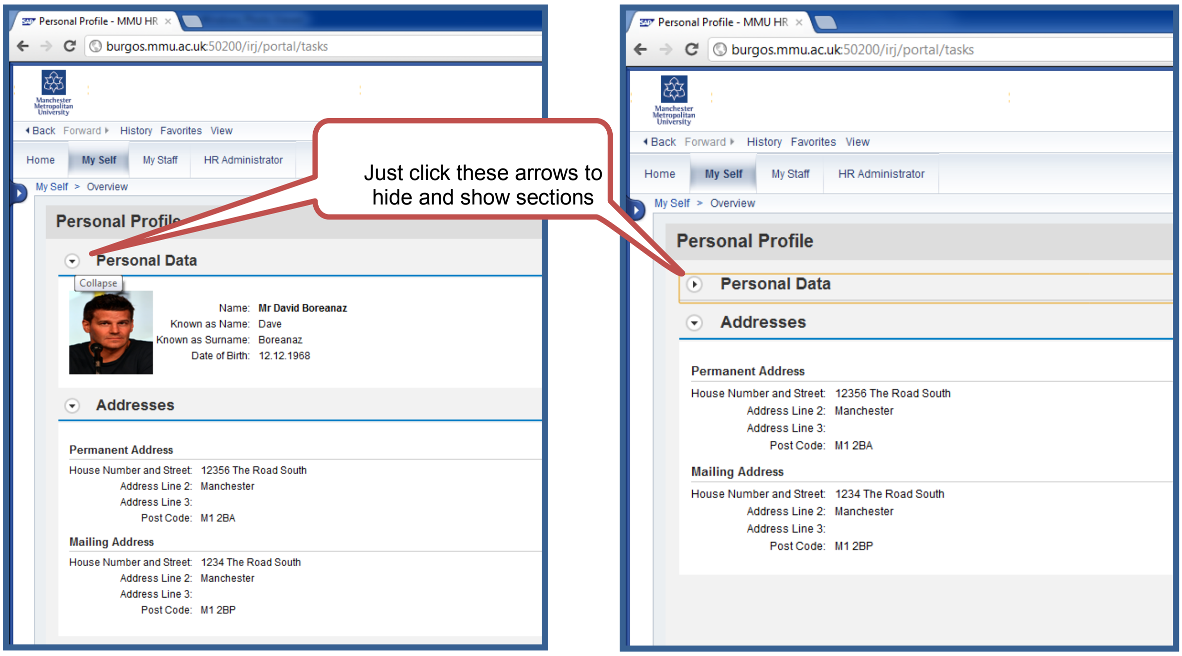
Worth knowing

Here are a few nifty features to help you make the most of **myHR**...

Minimising sections

You can minimise certain sections of the screen to create more space to focus on the details you're really interested in.

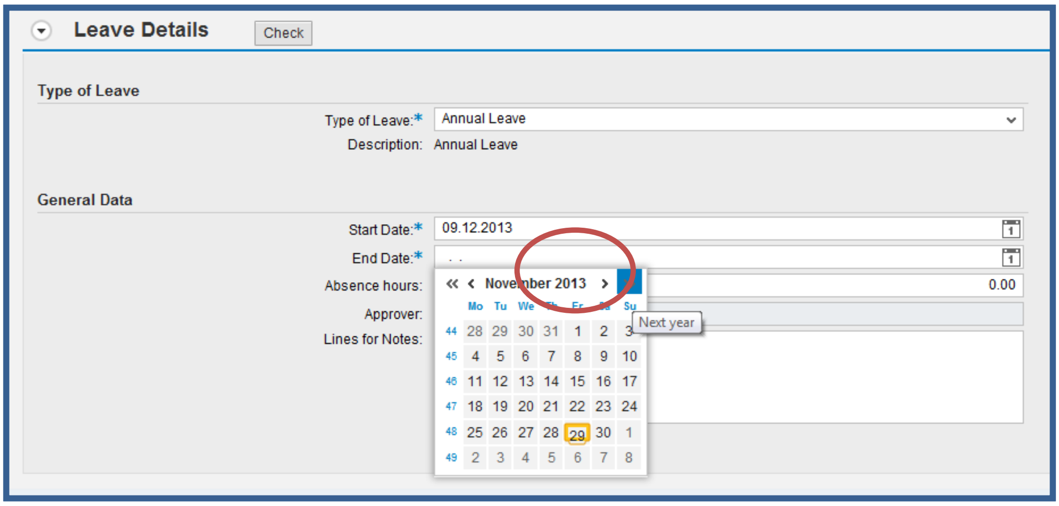
Before **After**



Navigating dates

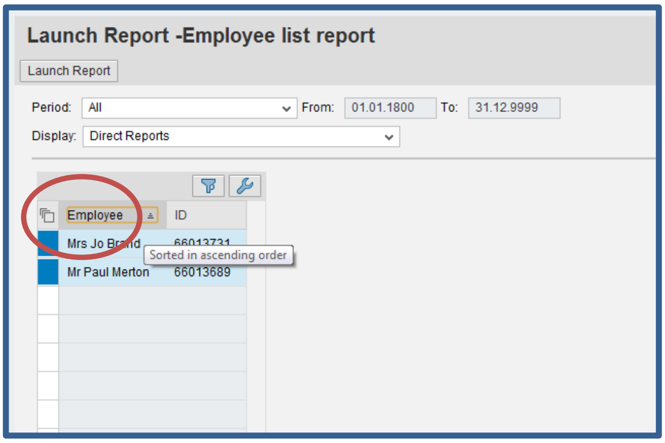
To speed up booking leave, use the arrows to move skip forward or back.

< and > allow you to skip back or forward by one month
<< and >> allow you to skip forward or back by one year.



Sorting lists

In certain sections of Manager Self Service where you are viewing a list, you are able to sort the list into order by clicking on the column heading. In the example below, clicking on the column heading will sort the data alphabetically. Hover your mouse pointer over the column heading to see how the data will be sorted.



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